Ivy Tech Community College of Indiana

POLICY TITLE
Standards for Admissions

POLICY NUMBER
ASOM 1.2

PRIMARY RESPONSIBILITY
Office of Student Affairs

CREATION / REVISION / EFFECTIVE DATES
Created Spring 2008/Revised May 2012/Effective Fall 2012/Revised March 2014/Effective Fall 2014/Effective Immediately

PURPOSE
To establish college wide standards for admission.

ORGANIZATIONAL SCOPE OR AUDIENCE
All students

DEFINITIONS
Ability to Benefit - Students seeking federal financial aid who did not graduate from high school in the United States must demonstrate they possess sufficient "ability to benefit" (ATB) from post-secondary education via their performance on an approved test.

Courses only: Classification of non-degree seeking students.

POLICY
The College admits to certificate, technical certificate and degree programs the following:
• high school graduates, or
• recipients of the General Educational Development (GED) credential, or
• recipients of the Test Assessing Secondary Completion (TASC) credential, or
• individuals 18 years of age or older who are able to benefit from Ivy Tech's instructional programs.

Selective enrollment programs may have additional admissions requirements.

Individuals seeking to enroll at Ivy Tech Community College who are not degree-seeking and wish to enroll as courses-only students must meet course prerequisites as outlined on the Course Outline of Record; or, may audit the course with prior approval from the program chair responsible for the course. Core Transfer Library (CTL) courses are not eligible for program chair exceptions and students must meet course prerequisites.
PROCEDURE
Students who are enrolling at Ivy Tech Community College should do the following:
1. Complete an application to the college at www.ivytech.edu.
2. Schedule a time to take the entrance test. This is required of all students and evaluates the student’s ability to handle college-level course work in reading, writing and math.
3. Complete financial aid forms.
4. Sign up for orientation (see Appendix A). All students must attend an orientation session prior to enrolling in classes.
5. Schedule a time to meet with an advisor who will discuss the course requirements in the student’s intended program.

REFERENCES
Appendix A (attached)
Apply to the College - http://www.ivytech.edu/apply-now/

RESOURCE PERSON
Vice Chancellor for Student Affairs
Appendix A

New Student Orientation Program
REQUIRED CONTENT in Bold

A. General College Overview
   • History of ITCC
   • What a Community College is, what you can do here
     • Differences in degrees
     • Transfer
   • Administrative Regions/ Campuses

B. Explanation of the Student Intake Process
   • Apply for Admission to College
   • Attend Mandatory New Student Orientation
   • Apply for Financial Aid
   • Complete Assessment Process
   • Participate in Academic Advising
   • Register for Classes
   • Make Arrangements to Pay Tuition and Fees
   • Acquire Books for Classes
   • Attend First Day of Class

C. Assessment/ACCUPLACER & Testing Center
   • What is ACCUPLACER and why is it important to me?
   • Location
   • Hours of Operation
   • Contact person

D. College Resources (more Campus specific)
   • Library Resources/Services
     o Location(s)
     o Hours of Operation
     o Student Computer Availability
     o Textbooks on reserve

   • Disability Support Services
     o Location(s)
     o Hours of Operation
     o Contact person- how to get started requesting services

   • Learning Centers/Tutoring
     o Location(s)
     o Hours of Operation
     o Subjects

   • Student Life & Development
     o Location(s)
     o Hours of Operation
• Opportunities
• SGA
• Welcome Week

• Student Affairs
  • Who is my advisor how do I get a hold of him/her?
  • Academic Advising
  • Student Success or Counseling
  • Additional Resources for Students (campus/region specific)
  • Locations, hours and contacts

E. Technology Awareness
  • Campus Connect
    • How to set up (must have/know Student Identification number)
    • How to search for classes
    • How to register
    • How to use Financial Aid tab
    • How to update address/phone information

  • Blackboard
    • What it is and how it is used in both Distance Ed and face to face classes
    • How to access
    • What additional help/training is available for new students?

  • Ivy Tech e-mail
    • Students have an account
    • How to access/use
    • College’s official means of communicating with you

  • Ivy Tech Alert
    • How to sign up
    • Why you should sign up

F. Student’s Rights & Responsibilities
  • Student Handbook
  • Financial Aid Requirements (Standards of Academic Progress)
  • Academic Requirements (Academic Standards of Progress)
  • College Policies & Procedures
  • FERPA

G. Goal/Academic Plan Setting
  • Major/Career/goal awareness & identification
  • Academic Requirements (math)
  • Making wise/informed choices
    • Time management
    • Choice of educational format, accelerated, online etc.